



PIMS Scope Statement

GDPR_REC_4.10

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Policy type	Academy Trust
Policy prepared by (name and designation)	Heather Ferguson Director of Operations
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Description of changes	None
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Document Owner & Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members of staff on the Trust Shared Area.

This manual was approved by the Board of Trustees on 15th May 2018 and is issued on a version controlled basis under the signature of GDPR Trustee.

Signature:

Date:

1. Purpose

The purpose of this document is to provide a record of the scope of the personal information management system (PIMS). Content within this document feeds into [GDPR DOC 1.0](#) Data Protection Policy.

This document is reviewed annually as part of a management review.

2. Responsibilities

- 2.1 The Data Protection Officer (DPO) is responsible for defining the scope of the PIMS and for ensuring that it takes into account all relevant internal and external issues, and the needs and requirements of interested parties.

3. Scope of the personal information management system

This scope specifies requirements for a personal information management system (PIMS), which provides a framework for maintaining and improving compliance with data protection legislation and good practice.

This scope is for use internally within Lingfield Education Trust.

In determining its scope for compliance with the GDPR, Lingfield Education Trust considers:

- any external and internal issues that are relevant to the purpose of Lingfield Education Trust and that affect its ability to achieve the intended outcomes of its PIMS;
- specific needs and expectations of interested parties that are relevant to the implementation of the PIMS;
- organisational objectives and obligations;
- the organisations acceptable level of risk; and
- any applicable statutory, regulatory or contractual obligations.

It is intended to be used by those responsible for initiating, implementing and maintaining a PIMS within an organisation.

Lingfield Education Trust's PIMS is intended to provide a common ground for the management of personal information, for providing confidence in its management, and for enabling an effective assessment of compliance with data protection legislation (GDPR) and good practice.

Lingfield Education Trust's PIMS will feed into, enhance and compliment its ISO27001:2013 Information System Management System.

Lingfield Education Trust's PIMS does not cover its client's premises, systems and/or services. Any interaction from Lingfield Education Trust will be integrated into the PIMS.

Policy Review Date: Summer 2020